

AGREEMENT

BETWEEN

TOWNSHIP OF BORDENTOWN

AND

**AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO**

DISTRICT COUNCIL 71, LOCAL 3827-D

2005, 2006, 2007 and 2008

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PREAMBLE

This Agreement entered into by the Township of Bordentown hereinafter referred to as the "Employer", and Local 3827-D which is affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union", has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE I – RECOGNITION

Section 1: The employer recognizes the Union as the bargaining agent for the purpose of establishing salaries, wages, hours and other terms and conditions of employment for all of its employees in the classifications listed below. This recognition, however, shall not be interpreted as having an effect on, or in any way abrogating:

APPENDAGE A:

Include State of New Jersey Public Employment Certification of Representative Docket
No. RO-2005-019

ARTICLE II – CHECK OFF

Section 1: The Employer agrees to deduct the monthly Union membership dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union, and the aggregate deductions from all employees shall be remitted to the Treasurer of the Union, together with a list of names of all employees for whom the deductions were made, by the fifteenth (15th) day of the succeeding month after such deductions were made.

The revocation of this authorization shall be in accordance with the provision of applicable statutes as presently existing, or as may be amended. Drop dates shall be effective as of July 1 of each year in accordance with statute.

Section 2: Any employee in the bargaining unit on the effective date of this Agreement, who does not join the union within thirty (30) days thereafter; any new employee who does not join within thirty (30) days of initial employment within the union; or any employee subject to this agreement, pay a representation fee to the Union, by automatic payroll deduction. The representation fee shall be in an amount equal to eighty-five (85%) percent of the regular Union's membership dues, fees, and assessments as certified to the employer by the union. The Union may revise its certification of the amount of the representation fee at any time to reflect changes in the regular Union membership dues, fees and assessments. Union's entitlement to the representation fee shall continue beyond the termination date of this Agreement, so long as the Union remains the majority representative of the employees in the Unit, provided that no modification is made in this provision by a successor agreement between the Union and the Employer.

ARTICLE III – WORK SCHEDULES

Section 1: The regularly scheduled workweek for full time employees shall consist of five (5) consecutive eight-hour days, exclusive of lunch, Monday through Friday. All present work shifts and breaks shall remain in effect as scheduled. The workday shall begin at 7:30 am and end at 4:00 p.m with a thirty-minute non-paid lunch.

- a. There will be one (1) fifteen-minute break in the morning and one fifteen-minute break in the afternoon.
- b. All employees covered under the Agreement shall be paid in full every two weeks.
- c. When the regular pay day occurs on a Holiday, the Township shall pay the employee on the regular work day immediately preceding the Holiday.
- d. Both the employer and the employee shall correct payroll errors as soon as possible.

ARTICLE IV – CALL-IN TIME AND ON-CALL TIME

- A. Any employee who is required to return to work during a period other than his regularly scheduled 40 hours including personal, sick, holiday and vacation time shall be paid time and one-half for such hours worked. Call in time shall be defined as time in which the employee and employer have agreed that the necessary time shall overlap shifts.
- B. Any employee who is voluntarily called in shall receive four hours pay guaranteed; regardless of how many minutes an employee works from the time the employee punches in.
- C. Each week the Director will provide a list of employees. The employee overtime list will be rotated by seniority in accordance with Article VI, with understanding that certain qualifications and abilities are necessary to fill the job description classification.
- D. Snow Removal
 - 1. In the event that an employee who is called back to work for snow removal is required to work for seven (7) hours, the employee shall work six (6) hours on with a one (1) hour break subject to the Director's discretion and shall receive food voucher for meals or a meal will be provided by management. The employer will provide a rest area for the employees during snow removal at the Senior Building.

ARTICLE V – OVERTIME

Section 1: Overtime shall be considered all time worked in excess of an employee's normal workday, after working forty hours per week including personal, sick, holiday, vacation and bereavement leave and shall be compensated at the rate of one and one-half the employee's base rate of pay.

Section 2: All work performed on Saturday shall be compensated at the rate of time and one half.

Section 3: All work performed on Sunday shall be compensated at the rate of double time.

Section 4: All work performed on a holiday shall be compensated in accordance with Article IX.

Section 5: Overtime work shall be distributed as equally as possible among all members of the bargaining unit within each classification on rotating basis.

Section 6: Overtime shall be within currently paid period.

Section 7: No employees shall have his work shift, workday or workweek changed for the purpose of avoiding overtime.

Section 8: Overtime maybe be performed by part-time or non-union employees, in emergency where no other personnel are available.

ARTICLE VI – SENIORITY

Types of Seniority:

Section 1: Seniority is an employee's total length of service with the Employer, beginning with his original date of hire. An employee having broken service with the Employer gives up all seniority. An employee having broken service with the Employer (as distinguished from a leave of absence) shall not accrue seniority credit for the time when not employed by the Employer.

2021
2/2/21

ARTICLE VII – INSURANCE

Section 1: The following insurance benefits shall be implemented on the first day of the month, following signing of this Agreement, provided admission to the insurance carrier's coverage is allowable, or the first day of the next month in which such admission is allowable with no employee contribution.

The Employer agrees to continue the Health Care Insurance, prescription, dental, vision and life insurance benefits provided by the Township. The Employer retains the sole discretion to change insurance carriers, so long as benefit to employees, are equivalent or better.

ARTICLE VIII – RATES OF PAY

Section 1: An employee who is assigned to a higher classification for one or more hours shall immediately receive the pay rate for that higher classification.

ARTICLE IX – HOLIDAYS

Section 1: The following twelve (12) days are recognized as paid holidays. Christmas, New Year's Day, Martin Luther King Day, Thanksgiving, Friday after Thanksgiving, Labor Day, Good Friday, Memorial Day, Independence Day, President's Day, Columbus Day, Veteran's Day.

Section 2: All employees will receive three (3) personal days for the years 2005, 2006, 2007 and 2008 which may be taken at any time during the year. An employee wishing to schedule a personal day must make a written request to his supervisor at least 72 hours in advance of the day sought except in an emergency. The employer shall have the discretion to approve or disapprove such requests; such approval shall not be unreasonably withheld.

Section 3: Holiday celebration will follow Municipal Ordinance.

Section 4: All work scheduled and performed on a Holiday shall be compensated at the rate of one and one-half time. In addition, the employee shall receive either pay for the Holiday at the straight time or a mutually agreeable day off with pay as compensatory time.

Section 5: All emergency time off requests shall continue in the present manner and shall not be unreasonably withheld.

ARTICLE X - VACATIONS

Section 1: Employees covered under the terms of this Agreement shall be entitled to the following annual vacation with pay:

| <u>Years of Service</u> | <u>Amount of Vacation</u> |
|---|-----------------------------|
| Date of Hire first year | will earn 8 hours per month |
| One (1) to five (5) years | 12 days |
| Six (6) years to twelve (12) years | 15 days |
| Thirteen (13) through twenty (20) years | 20 days |
| Twenty-one (21) years and over | 25 days |

Section 2: Subject to scheduling by the Department, all employees shall have the right to take all vacation days that they would be entitled to for all the year at any time during the year following the first year of employment. During the first year of employment, the Department shall fix vacation, for the employee. The Department Head in charge of fixing such vacation shall not act unreasonably in determining the times for such vacation to be utilized.

a. One week's vacation time request must be requested one month in

advance. If not addressed by management time is approved.

Section 3: Vacation carry over will be granted only in extraordinary circumstance
pursuant to Township ordinance No 2006-2

Section 4: Employee taking emergency vacation time must have approval one hour
before the start of their shift.

ARTICLE XI – SICK LEAVE WITH PAY

Section 1: Employees covered by this Contract shall be entitled to the following sick leave with pay: One working day sick leave with pay for each one (1) month of service from the date the employee starts work to and including December 31 next following such date of service for first year of service. Sick leave shall accrue for regular full-time employees at the rate of one (1) day per month during the first calendar year employment and one and one-quarter ($1 \frac{1}{4}$) day per month per year in every calendar year of employment thereafter, and shall accumulate from year to year.

Section 2: If any employee is absent for five or more consecutive working days or 15 days in a 12 month period for any reason set forth in the preceding paragraph the Department shall require acceptable evidence of such illness. (A certificate from the employee's doctor.)

Section 3. The employee must call in and notify the department as to the need for sick leave. Such calls must be made by the fifteen minutes before the employee's shift except where an emergency prevents such reporting.

Section 4. Sell Back of Sick shall be as set forth:

- A. Effective January 1, 2005 employees who have accumulated 130 sick days (1040 hours) shall be entitled to sell back sick leave days in excess of the 130 days, annually up to a maximum of three (3) days.
- A. Effective January 1, 2006 employees who have accumulated 130 sick days (1040 hours) shall be entitled to sell back sick leave days in excess of the 130 days, annually up to a maximum of three (3) days.
- B. Effective January 1, 2007 employees who have accumulated 130 sick days (1040 hours) shall be entitled to sell back sick leave days in excess of the 130 days, annually up to a maximum of four (4) days.
- C. Effective January 1, 2008 employees who have accumulated 130 sick days (1040 hours) shall be entitled to sell back sick leave days in excess of the 130 days, annually up to a maximum of four (4) days.
- D. Employees who elect to sell back sick days must submit their request to do so no later than November 1 of each year. The compensation for sold back sick leave days will be paid no later than the last pay period of the year in which it is sold back.
- E. Employees shall be compensated for any and all unused accumulated sick leave upon retirement up to a maximum of \$7500.00.
- F. The employer agrees to continue all employees under the New Jersey Temporary Disability Benefits Plan.

ARTICLE XII – WORKER'S COMPENSATION

Section 1: When an employee is injured on duty, he is to receive worker's compensation, 100% of his salary, for a period of one year during the period of temporary disability. Any employee sustaining injuries in the course of his employment, which do not prevent him from performing his usual duties, but require that he visit the offices of the employer's designated physician for obtaining further treatment during working hours, shall suffer no loss of wages because of such visits.

Section 2: The period of worker's compensation shall be one year.

Section 3: Employer will transport an employee on day of injury to Doctor or hospital.

ARTICLE XIII – BEREAVEMENT LEAVE

Section 1: An Employee will be granted bereavement leave without loss of pay if a death occurs among members of employee's immediate family, from the day of the death until the day after the funeral, but no more than a total of five (5) days. If a death occurs among other members of an employee's family, the employee will be excused from work to attend the funeral without loss of pay for two (2) days.

Section 2: The phrase "members of an employee's immediate family" shall mean, wife husband, child, step child, mother, father, mother or father in law, son or daughter in law, or significant other with whom the employee is residing on a permanent basis.

Section 3: The phrase "other members of employee's family" shall mean grandparent, grandchild, uncle, aunt, niece, brother or sister in law.

Section 4: An employee who needs additional time may use vacation time, sick time, or personal time. An employee who has no remaining vacation time for the current year may, with the approval of the Township Administrator, take an advance against the vacation time for the next year.

Section 5: The Employer may, at their sole discretion increase the amount of bereavement leave if the death is an employee's spouse, significant other, or a child.

ARTICLE XIV – PREGNANCY – DISABILITY AND CHILD CARE LEAVE

The Township will adhere to Federal, State and local statutory requirements in cases of child care/pregnancy leave.

ARTICLE XV - Other Leaves of Absence

- A. Military Service: Any employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training period or to perform other duties under the supervision of the United States or this State shall be granted a leave of absence in the armed forces of the United States while in the service of the Employer and shall be granted an unpaid leave of absence for the period of military service. Such leave shall be without paid health insurance and other benefits as provided herein.
- B. Administrative Leaves will be granted in following Personnel Regulation Chapter 2.108 (Ord.1995-2§15; Ord 1992-7 § 7)
- C. Leave of Absence will be granted in the following Personnel Regulation Chapter 2.108 (Ord 1995-2 § 8)
- D. Jury Leave Absence will be granted in the following Personnel Regulation Chapter 2.108 (Ord 1992-7§ 11)
- E. An employee who would lose benefits coverage under any of the preceding sections shall retain any and all rights he may have under any applicable law to purchase such benefits from the employer at his own expense.
- F. Leave of Absence without pay: Township Code 2:108.290 A thru C.

ARTICLE XVI – WAGES

Section 1: Wages increases for this contract period shall be:

| <u>2005</u> | <u>2006</u> | <u>2007</u> | <u>2008</u> |
|-------------|-------------|-------------|-------------|
| \$1,300.00 | \$1,400.00 | \$1,500.00 | \$1,500.00 |

The dollar amount shown above for each of the four Agreement years is the total salary increase over the immediately previous year's annual base salary that the employee will receive during the course of an Agreement year.

Effective January 1, 2005, starting salary for labor and custodian positions shall be \$11.00 per hour

Section 2: Retroactive increase shall be applied to all bargaining unit employees who were employed as of January 1, 2005 and remained employed as bargaining unit employees as of the ratification of this agreement with the exception of David Dietrich who was promoted out of the bargaining unit effective May 6, 2006. That employee shall be entitled to retroactive monies pro-rated to May 05, 2006.

Section 3: Current employee C. W. in Parks and Maintenance who is not on the salary guides shall receive a stipend of (\$100.00) One hundred dollars for the year January 1, 2006 only. The parties agree that no further increase compensation shall be afforded said employee in as much as this position is grant funded and continuation is dependent upon continued grant.

ARTICLE XVII – CONTRACTING AND SUBCONTRACTING

Section 1: In no event shall subcontracting or contracting cause layoff of any employee covered by this collective bargaining contract.

Section 2: The Township shall have the discretion to hire non-bargaining unit seasonal employees subject to paragraph A. above.

ARTICLE XVIII – LAYOFF

Section 1: The Township shall follow Civil Service regulations for lay-off of bargaining unit employees, should lay-off be necessary.

ARTICLE XIX – UNIFORMS AND CLOTHING

Section 1: The Township shall provide a uniform service to provide employees with required uniforms. Labor and Management will work together to determine color and style of uniforms.

11 pairs of pants

8 long sleeved shirts

4 short sleeved shirts

1 spring jacket and one winter Carhart jacket

Section 2: Foul weather gear and protective gear shall be made available to employees for their use. Such gear shall be in sufficient amount for the number of employees involved and shall be in good condition.

Section 3: Employees shall receive an annual allowance of \$100.00 on January 1, of each year for the purchase of work boots. Annual replacement boots shall be provided by the Township on a fair wear and tear basis.

ARTICLE XX – GRIEVANCE PROCEDURE

Section 1: The term "grievance" as used herein means an appeal by an individual employee or the Union on behalf of an individual employee or group of employees, from the interpretation, application or alleged violation of policies, agreements and administrative decisions affecting them.

Step One: The employee or shop steward shall discuss grievances with the employee's immediate supervisor/Department Head within seven (7) working days of its occurrence. Failure to act within said seven (7) working day period shall be deemed to constitute an abandonment of the grievance. The Supervisor/Department Head shall try to adjust the matter and shall respond to the employee or steward within five (5) working days.

Step Two: If the grievance still remains unadjusted, it shall be presented by the Shop Steward to the Department Head/Administrator in writing within seven (7) working days after the response from the Department Head who shall meet with the Shop Steward within (10) working days and respond in writing to the appropriate party within ten (10) working days after said meeting.

Step Three: If the grievance remains unsettled, the representative may within thirty (30) working days after the reply from Administrator, proceed to arbitration. The Employer or Union may proceed to arbitration. A request for arbitration must be made no later than such thirty (30) working day period and failure to file within said time shall constitute a bar to such arbitration, unless mutual otherwise agreed.

Section 2: The moving party shall make a request for a list of arbitrators to the P.E.R.C., and both parties shall then be bound by the rules and procedures of P.E.R.C, in the selection of the arbitrator. The arbitrator shall be requested to issue his/her decision within thirty (30) calendar days of the conclusion of testimony and argument. The arbitrator's decision shall be final and binding on both parties. The arbitrator shall not have the authority to alter the terms of this Agreement.

Section 3: Expenses for the arbitrator's service and the proceedings under Section 2 shall be borne equally by the employer and the union. No employee shall be denied his compensation for his appearance as a witness in accordance with this Article. If either party desires a verbatim record of the proceedings, it may request that such a record be made, provided it pays for the record and makes copies available to the other party at cost and the arbitrator.

ARTICLE XXI – DISCIPLINE AND DISCHARGE

Section 1: There shall be no discipline or discharge except for just cause.

Section 2: Other than an oral reprimand, the employee, the Local Union, and the Council shall be furnished with a written copy of any disciplinary action taken, with the reasons therefore.

Section 3: Employees shall have the right to appeal any discipline through the grievance and arbitration procedure.

Section 4: Warning notice shall not remain in effect for a period more than one (1) year from the date such warning notice.

ARTICLE XXII – BILL OF RIGHTS

Section 1: To ensure that the individual rights of employees in the bargaining unit are not violated, the following shall represent the Employee's Bill of Rights:

- A. An employee shall be entitled to Local Union representation at each and every step of the grievance procedure set forth in this Agreement.
- B. An employee shall be entitled to Union representation at each stage of a disciplinary hearing.
- C. No employee shall be required by the Employer and/or its agents to submit to an interview leading to formal charges unless the employee is afforded the opportunity of Union representation.
- D. No recording devices or stenographer of any kind shall be used during any meeting unless both Union and Employer are made aware of their use before such meeting.
- E. An employee shall not be coerced or intimidated or suffer any reprisals either directly or indirectly that may adversely affect his hours, wages, or working conditions as the result of the exercise of his rights under this Agreement.

ARTICLE XXIII – POSTING OF PERMANENT VACANCIES

Section 1: Any vacancies or newly created positions under New Jersey Department of Personnel will be posted prominently for FIFTEEN (15) calendar days. The posting shall include the classification, the salary, description of the job, required qualifications and the procedure to be followed by employees interested in applying.

Section 2: The employer agrees to give equal treatment to an employee applying for any vacancies or newly created position, provided he has the ability to perform the work involved. All newly created position (titles) will be added to the existing classification under this agreement.

Section 3: All transfers and/or requests for transfer shall be made based on any employee's seniority and qualifications.

ARTICLE XXIV – EQUAL TREATMENT AND AMERICAN WITH DISABILITIES ACT COMPLIANCE

Section 1: The employer and the union agree that the parties will comply with their legal obligations under the American with Disabilities Act and Equal Opportunity Act.

Section 2: There shall be no coercion, intimidation, or discrimination on the part of the Employer, the Union or the respective agents, officers or members against any employee covered by this Agreement for reason of age, sex, color, religious belief, national origin, union membership or non-membership.

ARTICLE XXV – SAFETY AND HEALTH

Section 1: The employer shall at all times maintain safe and healthful working conditions, and will provide employees with any wearing apparel, tools or devices that may be reasonably necessary to ensure their safety and health. The parties agree to use their best efforts jointly to achieve these objectives. It is understood that all employees shall comply with reasonable safety rules of the Employer, not inconsistent with federal and state law.

Section 2: The Chairperson of the union or his/her designee will attend all Joint Insurance Fund meetings to discuss and resolve safety issues.

Agree

ARTICLE XXVI – STRIKES AND LOCKOUTS

Section 1: In addition to any other restrictions under the Law, the Union will not cause a strike or work stoppage of any kind, nor will any employee take part in a strike, intentionally slow down in the rate of work or in any manner cause interference with or stoppage of the Employer's work.

ARTICLE XXVII – GENERAL PROVISIONS

Section 1: Union Bulletin Board

The Employer agrees to furnish and maintain a suitable bulletin board in a convenient place or work area in the Public Works building to be utilized by the Union and Safety notices only. The bulletin board shall not be used for any political purposes whatsoever.

Section 2: Union Activities on Employer's Time: The Employer agrees to grant reasonable and necessary time off without discrimination or loss of seniority and without pay to the Chairperson/Steward designated by the Union, in writing, to the Employer, to act as elected official, or attend labor Convention. Permission for such time off must be requested two (2) weeks in advance, in writing (except in an emergency) or extenuating circumstances that will require a cooperative arrangement between management and the union. The Administrator will consult with the Department Head before granting union time off.

The Township agrees to grant three (3) paid and three (3) unpaid days off without loss of seniority, each year, for the purpose of the Union business not related to elected official, or for the attendance to Labor Convention. Such time may be used by the Union for the purposes of training and education, health and safety and Labor/Management resolution training.

Section 3: The Employer agrees that accredited representatives of the American Federation of State, County and Municipal Employees, both Local and District, or International, shall have the right to visit the premises during working hours so long as such visit shall not interfere with employee duties. Such notice will be given one-hour before visit.

ARTICLE XXVIII – COMMERCIAL DRIVER’S LICENSE

Section 1: All current employees who hold a CDL license shall continue to receive \$1.00 per hour additional.

Section 2: All current employees who hold a CDL Class A or B shall be required to upgrade to CDL Class A with Hazmat endorsement and shall receive an additional \$.50 per hour.

Section 3: New employees shall receive a \$1.00 per hour increment if they hold a CDL Class A, with a Hazmat endorsement. Those employees who successfully obtain these endorsements shall be reimbursed by the Township for testing and licensing fees along with renewal and yearly testing fees if required in order to maintain the license.

Section 4: The Township agrees to pay for the cost of all continued education or certification programs required for the performance employee’s job. The Employer must first approve participation in such programs.

ARTICLE XXX – TERMINATION

Section 1: This Agreement shall be effective and remain in full force and effect from date of signing through December 31, 2008. It shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing sixty (60) calendar days prior to the expiration date that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the next succeeding paragraph.

Section 2: In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than SIXTY (60) days prior to the desired termination date, this shall not be before the expiration date set forth in the preceding paragraph.

IN WITNESS WHEREOF, THE UNDERSIGNED SET THEIR RESPECTIVE HANDS,
THIS 21 DAY OF Feb, 2007.

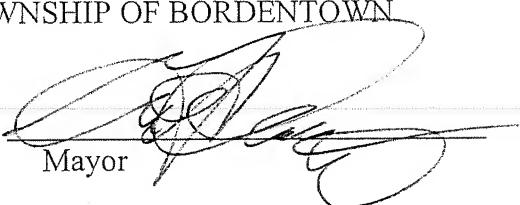
ATTEST:

Monica G. Russell
Deputy, thru Click
2/26/07

TOWNSHIP OF BORDENTOWN

BY:

Mayor



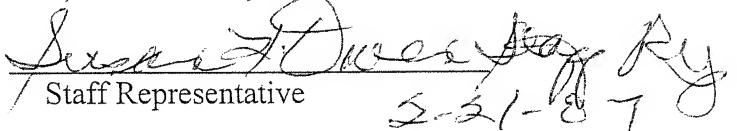
ATTEST:

Vivian B. White
2/21/07
John Barde Jr
2 - 26 - 2007

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
AFL-CIO, COUNCIL 71, LOCAL 3827-D

BY:

Staff Representative



BY:

John Blackford Shop Steward
Local Chapter Chairperson
2 - 26 - 07

**Salary Guide for the 2005, 2006, 2007, 2008 Agreement
between the Township of Borden and the AFSCME AFL-CIO District Council 71, Local 3827-D**